



RECRUITMENT

U.S. EMBASSY, TEL AVIV

ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.

ANNOUNCEMENT NUMBER: 14-053

OPEN TO:	<u>U.S. EMBASSY EMPLOYEES ONLY</u>
POSITION TITLE/GRADE:	HOUSING ASSISTANT – PSA-6
OPENING DATE:	SEPTEMBER 10, 2014
CLOSING DATE:	SEPTEMBER 24, 2014
WORK HOURS:	SHIFT DUTY – 40 hour work week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

BASIC FUNCTION OF POSITION:

The incumbent reports to the LES Housing Supervisor and is a member of the real estate team responsible for all aspects of real estate management and housing for State and various ICASS agencies. As such, serves in a coordination role with the real estate section to ensure consistent performance and high standards of customer service. Specifically responsible for: Coordinating the accurate and timely rental payments for all leased properties and condominium fees at post. Responsible for administration of all residential leases and in addition initiates and stops utility services, sending notification letters. Responsible for updating the RPA and other Housing databases. Assists Housing Inspectors with submitting purchase requests..

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of Secondary School.
- Two to three years of office/administrative experience.
- Level IV in Hebrew and in English (fluency).
- Good working knowledge of MS Microsoft Office, i.e. Word, Excel and Access.
- Possession of a valid class 'B' (bet) driver's license.

UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED

HOW TO APPLY:

- Submit a Curriculum Vitae by email telavivemp@state.gov or by fax: 972-3-519-7605 or via mail to the U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel. Or you can use the Universal Application for Employment [DS-174](#). To apply using the form you must down load the form onto your personal computer and send using one of the methods described above.
- To apply using the OF-612 form you must down load the form onto your personal computer and file using one of the methods described above.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- All candidates must be 18 years of age to be eligible for appointment.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will be disqualified.
- Candidates who do not meet qualifications at the full performance level, maybe considered for appointment at a lower grade.
- If college education is a requirement for the position, a transcript is required.

OTHER INFORMATION:

- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. Copy of DD-214 must be provided.
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- The U.S. Government is an Equal Employment Opportunity Employer. All qualified applicants receive appropriate consideration without regard to race, color, religion, sex, national origin marital status, age politics, disability, or sexual orientation which do not relate to successful performance of the duties of the position.

- U.S. Mission employees under probationary period are ineligible to apply.
- Issues such as conflict of interest or nepotism are considered in determining the suitability of candidates.
- Candidates are subject to testing for language, computer or other position related skills.